

# **Schedule for FACILITIES MAINTENANCE AND MANAGEMENT and ENERGY MANAGEMENT SERVICES**

**Federal Supply Group:** 871 and 811

**Class:** R799

## **GSA Contract # GS-10F-0186R**

Effective Date: 9/21/2011

MOD#: PS-0009

Contract Effective: February 2005

Contract Period: February 2005 – February 2025

### **Erica Lane Enterprises, Inc.**

3226 Bob Wallace Avenue.

Huntsville, AL, 35805

Office: (256) 536-7117

Fax: (256) 536-7133

Internet: [www.eleinc.com](http://www.eleinc.com)

E-mail: [ericalane@eleinc.com](mailto:ericalane@eleinc.com)

Contract Administration POC: Erica Lane 3226 Bob Wallace Avenue, Huntsville, AL 35805,

Phone 256-536-7117 ext 128

Program Manager      Tony Puckett  
2905 Westcorp Blvd, Suite 114  
Huntsville, AL 35805  
Telephone:              (256) 536-7117 Ext. 126  
Facsimile:                (256) 536-7133

Business Size: Woman Owned Small Business

### **Customer Information**

#### **1) Awarded Special Item Numbers (SIN):**

03FAC Facilities Maintenance and Management

SIN 811-002      Complete Facilities Maintenance

SIN 811-003      Complete Facilities Management

SIN 871-202      Energy Management Planning and Strategy

SIN 871-203      Training on Energy Management

SIN 871-204      Metering Services

SIN 871-205      Energy Program Support Services

SIN 871-206      Building Commissioning Services

SIN 871-207      Energy Audit Services

SIN 871-208      Resource Efficiency Management

SIN 871-209      Innovations in Energy

SIN 871-210      Water Conservation

Water Conservation

SIN 871-299      Introduction of New Service

SIN 003-97      Ancillary Repair and Alterations

1.c) Job Titles/job descriptions can be found at #27 of this document (page 5)

2) Maximum Order: \$1,000,000

3) Minimum Order: \$300

4) Geographic Area: Domestic only including US territories

5) Point of Production: 2905 Westcorp Blvd, Suite 114, Huntsville, AL 35805

6) Discounts from Pricelist: All prices reflect the net price for the services in question. Discounts are provided with task order proposal

7) Quantity Discounts: None

8) Prompt Payment: 0%, Net 30 Days

9) Credit Cards: Government Credit Cards are accepted.

10) Foreign Items: None

11) Time of Delivery: Will be negotiated at individual task order.

Expedited Delivery: N/A

Overnight and 2 day Delivery; N/A

Urgent Requirements: N/A

12) F.O.B. Points: Services provided on-site at customer location

13.a ) Ordering Address Erica Lane Enterprises, Inc

2905 Westcorp Blvd, Suite 114

Huntsville, AL 35805

13.b) Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14) Payment Address: Erica Lane Enterprises, Inc.

2905 Westcorp Blvd, Suite 114

Huntsville, AL 35805

15) Warranty Provision: N/A

16) Export Packing Charges: N/A

17) Terms and Conditions of Government Purchase Card Acceptance: N/A

18) Terms and Conditions of Rental, Maintenance and Repair: N/A

19) Terms and Conditions of Installation: N/A

20) Terms and Conditions of Repair Parts: N/A

Terms and Conditions of Other Services: Terms and conditions determined at the purchase order level

21) List of Services

### **Facilities Maintenance and Management**

Our successful history of experience with Facility Operations and Maintenance projects is a valuable asset within the strategies we apply to accomplish each statement of work. Our corporate Project management personnel have extensive management careers in facility O&M at government facilities. eLe offers government-facilities contract experience in all phases of facilities operations and maintenance, facilities management and engineering resources control systems.

Our experience includes providing services to the DoD and NASA and comprises the full scope of maintenance activities.

We not only operate, but also maintain and troubleshoot Facilities and equipment to include HVAC systems, fire protection sprinkler systems, fire alarm systems, emergency generators, medical gas system, steam boiler, heating hot water boilers, domestic water heaters, chilled water system, elevators, electrical substation and distribution system, kitchen equipment and systems, security system/intrusion detection systems, public address/nurse call system, infant tracking/monitoring system, cable TV system, ambulance radio dispatch system, medical air compressors, lab air compressors and medical vacuum and anesthesia gas evacuation systems. Additionally, we provide custodial and grounds services.

Our maintenance and management activities lend themselves to many types of facilities, from warehouses and machine shops to high tech training facilities and hospitals and clinics.

Following are a few of the services eLe can provide to our customers under these SINs:

- Complete operations, maintenance and repair of military and government facilities.
- Painting
- Grounds maintenance, landscaping, tree trimming, snow removal,
- Fire alarm maintenance and protection systems,
- Locksmith services
- Roofing repair
- Plumbing and pipefitting,
- Electrical including high/low voltage systems and utility service
- Energy Management Control Services (EMCS)
- Janitorial
- All mechanical, operations maintenance and repair of building systems
- Heating/ventilation/Air Conditioning (HVAC)
- Rental of facilities maintenance equipment
- Carpentry, masonry, and refrigeration services
- Maintenance and repair of exterior electrical distribution system
- Operation and maintenance of HVAC
- Operation and maintenance of water distribution system
- Maintenance of the septic field and maintenance and repair of surface areas; cemetery maintenance;
- Energy planning; energy analysis; energy audit services

### **Energy Services**

Clients have turned to eLe for innovative and cost-effective solutions to their energy and environmental management concerns. eLe has the resources to successfully support the energy management services presented here.

We recognize the critical challenges that face government agencies in effectively managing their energy and water resources and the impacts of their policies and economic decisions on achieving significant and sustained energy savings. We assist our clients in assessing these impacts by reviewing both existing and anticipated regulations, evaluating energy programs and projects, and providing innovative analyses that lead to cost effective and environmentally sound solutions.

Assisting our clients to implement effective energy management programs, eLe, Inc. has already been successful in significantly reduced energy use at a number of federal facilities. In addition, we have assisted our clients in obtaining significant environmental benefits, such as reductions in greenhouse gas emissions and other pollutants associated with production of electricity or burning of fuels. eLe works closely with the client to establish sound energy management practices, life cycle cost effective projects, and efficiency in day-to-day operations. An effective energy management

program can meet regulatory and policy requirements while at the same time improving the quality of life and productivity by tailoring energy use to actual needs and by freeing up energy dollars for more urgent mission and personnel support requirements.

### **Our Approach to Energy Management**

Our energy services focus on technical improvements and energy projects as well as innovative energy management initiatives. For energy management projects, we look at a facility's utility production and purchases, distribution systems, and end-uses of energy and water. The aim of our energy management approach is, "significantly reduce utility costs and consumption by applying proven energy technologies and by focusing on behavioral changes, maintenance and operation procedures, resource accounting, education and training, and a comprehensive awareness campaign that involves everyone in the organization". We help the client make their facilities and utility systems more efficient, operate and maintain them more efficiently, and put the management programs in place to ensure their continued efficient operation.

Our success is founded on a commitment to quality through utilization of experienced and highly qualified managers, specialists and analysts; a thorough understanding of regulatory requirements; and detailed project planning and tracking. Our commitment to quality energy management has earned us a reputation for excellence with clients and regulatory agencies alike.

### **Resource Efficiency Management**

eLe is currently successfully supporting the development and implementation of Resource Efficiency Management (REM) Programs at Department of Defense facilities in the Continental U.S. REM is an innovative management approach (Human Performance Based) that focuses on reducing energy and other resource consumption, saving money, and helping the environment. The REM Programs implemented by eLe, have been instrumental in helping Federal agencies meet increasingly tight budget constraints and attain the energy reduction goals established by Executive Order 13123.

The REM program augments existing facility resources and focuses on no- and low-cost opportunities to reduce energy consumption in real time, including behavioral aspects of energy end-uses and operation and maintenance measures. The REM program integrates the environmental and economic aspects of energy management to apply environmentally sound, performance- based technology and management solutions to reduce energy, water, and other resource consumption. The Resource Efficiency Manager:

- Analyzes energy end-uses and distribution systems
- Identifies opportunities for energy and emission reductions
- Strengthens energy management programs
- Conducts awareness training
- Develops and executes energy projects
- Provides measurement and verification support
- Prepares documentation to obtain energy efficiency rebates and incentives

A unique feature of the program is that REM pays for itself through energy cost savings, rebates and incentives, and verifiable cost avoidances. Savings realized are greater than the implementation cost. As a goal, a REM program should provide a return on investment of greater than 200 percent versus contract costs. To date, eLe REM Programs overall have provided savings of more than 300 percent to our clients and have gained strong customer support.

22) List of Participating Dealers: N/A

23) Preventive Maintenance: N/A

24) Special Attributes: None

25) DUNS Number: 01-1451734

26) CCR: Registered

27) Continuation of 1.c - Job Titles, job descriptions follows on next page

Labor Category	Experience	Responsibility	Education	Years Experience
Program Manager	<p>The Program Manager must have a minimum of fifteen (15) Years experience, including ten (10) Years of demonstrated program management experience. The Program Manager must show completion of a full four-year course of study in an accredited college or university leading to bachelors or higher degree in business, management, engineering, science or a related technical discipline. [An advanced degree combined with the task related experience may be used in lieu of the above stated degree curriculum requirements.]</p>	<p>The Program Manager is a senior level manager within the contract. He provides strategic planning and directs the overall activities of teams of technical professionals. The Program Manager shall be knowledgeable of overall organization, direction, and requirements of the contract efforts. Experience in interfacing directly with the government designated representatives and supervising various task order activities is also required.</p>	BS MS	15 12
Project Manager	<p>The Project Manager must possess at least a BS degree with ten (10) years experience in directing large technical analysis, design, and maintenance efforts in facility engineering and energy management programs. This individual must have a bachelors or higher degree in business, management, technical, engineering or the appropriate field of expertise relative to the task as stated in the task order. [An advanced degree combined with the task related experience may be used in lieu of the above stated degree curriculum requirements.]</p>	<p>This individual plans, directs and coordinates activities of the energy management services project to ensure that goals, objectives and projects are accomplished within prescribed time frame and funding parameters.</p>	BS MS	10 8

Project Leader	The Project/Task Leader must have a minimum of 8 years experience in directing technical efforts in facility engineering and energy related programs. This individual should have a bachelors or higher degree in business, management, technical, engineering, science or the appropriate field of expertise relative to the task as stated in the task order. 4 years of related experience can be substituted in lieu of the Bachelors Degree.	This individual plans, directs and coordinates activities of designated tasks to ensure that goals, objectives and projects are accomplished within the prescribed time frame and funding parameters. Also responsible for task assignments and oversight of all energy management tasks.	HS BS	12 8
Energy Analyst I	A REM I shall possess at least <u>one</u> of the following combinations of educational and related experience requirements: 1. A 4 year engineering degree (preferably in mechanical or electrical engineering) and/or a registered Professional Engineer with a minimum of 3 years experience in energy Management. 2. An Environmental Science, business or related degree with a minimum of 5 years experience in energy management. 3. A two-year technical degree with a minimum of 8 years experience in energy management. 4. A non-degreed REM with a minimum of 10 years experience in energy management.	Execution of energy accounting, utility rate analysis, energy audits, and energy project development; providing technical resources and management of energy related services.	BS or Equiv	3+

Energy Analyst II (also called Resource Efficiency Manager, REM)	Shall possess at least <u>one</u> of the following combinations of educational and related experience requirements: 1. A 4 year engineering degree (preferably in mechanical or electrical engineering) and/or a registered Professional Engineer with a minimum of 5 years experience in energy Management. 2. An Environmental Science, business or related degree with a minimum of 8 years experience in energy management. 3. A two-year technical degree with a minimum of 10 years experience in energy management. 4. A non-degreed REM with a minimum of 12 years experience in energy management.	Execution of energy accounting, utility rate analysis, energy audits, and energy project development; providing technical resources and management of energy related services.	BS or Equiv	5+
Energy Analyst III (also called Resource Efficiency Manager, REM)	Shall possess at least <u>one</u> of the following combinations of educational and related experience requirements: 1. A 4 year engineering degree (preferably in mechanical or electrical engineering) and/or a registered Professional Engineer with a minimum of 9 years experience in energy Management. 2. An Environmental Science, business or related degree with a minimum of 12 years experience in energy management. 3. A two-year technical degree with a minimum of 15 years experience in energy management. 4. A non-degreed REM with a minimum of 18 years experience in energy management.	Execution of energy accounting, utility rate analysis, energy audits, and energy project development; providing technical resources and management of energy related services.	BS or Equiv	9+

Senior Technical Specialist	The Technical Specialist must have 8 years experience in the task related discipline or an Associate's Degree in a technical or engineering discipline and 6 years experience.	These persons will have appropriate education and experience and work directly with managers and analysts to accomplish assigned tasks.	HS AS	8 6
Technical Specialist	The Technical Specialist must have 6 years experience in the task related discipline or an Associate's Degree in a technical or engineering discipline and 4 years experience.	These persons will have appropriate education and experience to receive guidance from senior level managers and analysts and work independently to accomplish assigned tasks.	HS AS	6 4
Administrative Assistant I	Must have HS diploma or equivalent with two years administrative/clerical experience.	This labor category encompasses support such as secretaries, and clerks plus other administrative related job categories which are essential to accomplishing the assigned tasks.	HS or Equiv	2
Administrative Assistant II	Must have HS diploma or equivalent with four years administrative/clerical experience.	This labor category encompasses support such as secretaries, and clerks plus other administrative related job categories which are essential to accomplishing the assigned tasks.	HS or Equiv	4
Technical Writer I	Should have a Bachelors degree in the task related discipline and have a minimum of 2 years of technical writing/editing experience.	Prepares and edits technical material, including operations and maintenance manuals, software and system documentation, and other technical publications. Coordinates efforts of technical artists, illustrators, editors and writers in preparing documents for internal and external distribution. Conducts technical research and collaborates with technical professionals. May write manuals and documentation at user level, technical support level or both. Works independently with minimal direct supervision from the Program or Project Manager.	BS/BA	2



Technical Writer II	Should have a Bachelors degree in the task related discipline and have a minimum of four years of technical writing/editing experience	Prepares and edits technical material, including operations and maintenance manuals, energy plans and documentation and other technical publications related to energy management and conservation. Coordinates efforts of technical artists, illustrators, editors and writers in preparing documents for internal and external distribution. Conducts technical research and collaborates with technical professionals. May write manuals and documentation at user level, technical support level or both. Works independently with minimal direct supervision from the Program or Project Manager.	BS/BA	4
General Clerk I	High school graduate or GED equivalent. Must type 40 wpm. Computer skills required.	Under limited supervision, will assist in the storage of various government and company documents by cataloging, indexing, identifying and marking for efficient retrieval. Maintains locator records for each document to determine its location. Assists with correspondence, reports or forms from rough or complicated draft, involving unusual or technical terms; proofreads material to verify accuracy; performs clerical duties which includes maintenance of files, answering telephone and arranging appointments; operates standard office machines and assists management in producing various reports.	HS or Equiv	

General Clerk II	High school graduate or GED equivalent. Must type 40 wpm. Computer skills required.	Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.	HS or Equiv
General Clerk II	High school graduate or GED equivalent. Must type 40 wpm. Computer skills required.	Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.	HS or Equiv

General Clerk III	Must have HS diploma or equivalent with four years administrative/clerical experience. Must type 60 wpm and possess extensive experience in the Microsoft office suites of software.	Under limited supervision, will assist in the storage of various government and company documents by cataloging, indexing, identifying and marking for efficient retrieval. Maintains locator records for each document to determine its location. Assists with correspondence, reports or forms from rough or complicated draft, involving unusual or technical terms; proofreads material to verify accuracy; performs clerical duties which includes maintenance of files, answering telephone and arranging appointments; operates standard office machines and assists management in producing various reports.	HS or Equiv
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Grounds Maintenance Laborer	High School diploma or equivalent. Must have experience in a commercial environment conducting task in or around the presence of pedestrians and vehicles.	Cuts grass, using walking-type or riding mowers (less than 2000 lbs.). Trims hedges and edges around walks, flower beds, and wells, using hedge trimmers, clippers and edging tools. Prunes shrubs and trees to shape and improve growth, using shears and other hand tools. Sprays lawn, shrubs, and trees with fertilizer or insecticide. Plants grass, flowers, trees, and shrubs. Waters lawn and shrubs during dry periods, using hose or activating sprinkler system. Picks up and burns or carts away leaves, paper or other litter. Removes snow from walks, driveways, roads, or parking lots, using shovel and snow blower. Spreads salt on walkways and other areas. Repairs and paints fences, gates, benches, tables, guardrails, and outbuildings. Assists in repair of roads, walks, buildings, and mechanical equipment. May clean comfort stations, office and workshop areas, and parking lots by sweeping, washing, mopping and polishing.	HS or Equiv
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General Maintenance Worker	High school diploma or equivalent. Work involves a variety of the following duties: Replacing electrical receptacles, wires, switches, fixtures, and motors; using plaster or compound to patch minor holes and cracks in walls and ceilings; repairing or replacing sinks, water coolers, and toilets; painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks; replacing damaged paneling and floor tiles; hanging doors and installing door locks; replacing broken window panes; and performing general maintenance on equipment and machinery. Each candidate must possess a valid driver's licenses, be able to pass pre-employment physicals, drug screenings, and security back-round checks. The employee must also be able to read, write, speak, and understand English.	Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work.	HS or Equiv	
HVAC Mechanic I	High School graduate or equivalent with formal apprenticeship type training and 5 years of experience	Mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications. Fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment. Installs evaporator unit in chassis or in air-duct system, using hand tools. Cuts and bends tubing to correct length and shape, using cutting	HS or Equiv	5

		and bending equipment and tools. Cuts and threads pipe, using machine-threading or hand-threading equipment. Joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant. Installs expansion and discharge valves in circuit. Connects motors, compressors, temperature controls, humidity controls and circulating ventilation fans to control panels and connects control panels to power source. Installs air and water filters in completed installation. Injects small amount of refrigerant into compressor to test systems and adds Freon gas to build up prescribed operating pressure. Observes pressure and vacuum gauges and adjusts controls to insure proper operation.		
HVAC Mechanic II	High School graduate or equivalent with completion of a formal apprenticeship type training and 8 years of experience	Same as above but at a Journeyman level.	HS or Equiv	8
Electrician I	High School graduate or equivalent with formal apprenticeship type training and 5 years of experience	Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit	HS or Equiv	5

		systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.		
Electrician II	High School graduate or equivalent with completion of a formal apprenticeship type training and 8 years of experience	Same as above but at a Journeyman level.	HS or Equiv	8
Stationery Engineer	High School graduate or equivalent with completion of formal trades apprenticeship type training and a minimum of 5 years experience in the related crafts	The Stationary Engineer will operate and maintain one or more systems which provide such services as heat, air-conditioning (cool, humidify, dehumidify, filter, and circulate air), refrigeration, steam or high-temperature water or electricity. The successful candidate will possess a working knowledge of all local, state and federal codes and standards. Duties will include but are not limited to: Observing and interpreting readings on gauges, meters and charts which register various aspects of the systems operation; adjusting controls to insure safe and efficient operations of the system and to meet the demands for the service provided; provide	HS or Equiv	5

		documentation of all aspects of the system's operation; maintain engines, machinery and equipment of the system in good working order.		
Janitor	High School graduate or equivalent with minimal experience in performing housekeeping duties in a commercial and/or industrial environment.	The Janitor cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.	HS or Equiv	
Janitor, Lead	High School or Equivalent with at least 5 years of experience in performing housekeeping duties in a commercial and/or industrial environment. It is desirable that the Lead possess a certificate in housekeeping.	The Lead Janitor will be capable of performing all of the duties assigned to the employees working as janitors, as well as, be responsible for planning and scheduling the work of others along with managing and maintaining stock that is required for accomplishment of all housekeeping duties.		
Shop Lead	High School or Equivalent with at least 5 years of experience in performing shop duties in a commercial and/or industrial environment. It is desirable that the Lead possess completion of a formal training certificate program involving shop related activities and supervision.	The Shop Lead will be capable of performing all of the duties assigned to the employees working in the shop area, as well as, be responsible for planning and scheduling the work of others along with managing and maintaining stock that is required for accomplishment of all shop duties.	HS or Equiv	5
Facilities Site	The Facilities Site Manager	The Facilities Site Manager is a	AAS	10



Manager	must possess an AAS degree with ten (10) years experience or a BS degree with ten (5) years experience in directing small to medium maintenance efforts in facility O&M and Engineering Services Programs. Each candidate must possess a valid drivers licenses, be able to pass pre-employment physicals, drug screenings, and security background checks. The employee must also be able to read, write, speak, and understand English.	senior level manager within the O&M contract. He provides strategic planning and directs the overall activities of all contract segments. The Facilities Site Manager shall be knowledgeable of overall organization, direction, and requirements of the contract efforts. Experience in interfacing directly with the government designated representatives and supervising various task is also required. May direct and coordinate activities of other workers in performing tasks directly related to operating and maintaining facility systems.	BS	5
Facilities Site Supervisor	High School or Equivalent with at least 10 years of experience in performing Supervisory duties in a commercial and/or industrial environment. It is required that the Site Supervisor possess successful completion of a formal apprenticeship program to the journeyman level in either HVAC or electrical disciplines.	This individual plans, directs and coordinates and provides supervision of all activities to ensure that goals, objectives and projects are accomplished within the prescribed time frame and funding parameters. Also responsible for task assignments and oversight of all facilities O&M management tasks.	HS or Equiv	10
Documentation Coordinator	Associate degree or professional certification in records management or comparable field and minimum of four (4) years experience in documentation management systems and practices required. Minimum of four (4) years experience in documentation management environment may be substituted for educational/professional certification requirement. Knowledge of National Archives and Records	General duties includes typing, assisting customers, answering the telephone, scheduling appointments, running errands, operating standard and specialized office equipment used in daily operation of the department, copying and file maintenance of various media types. Assists in storing, cataloging, indexing, identifying, and marking/tagging documentation, records and files of various media types for efficient retrieval and purging.	AS	4

	Administration (NARA) specifications required. Computer skills required, which may include but not be limited to word processing, spreadsheets, directory and file maintenance, WEB and internet applications.			
EMCS Operator	High school graduate or GED equivalent plus 2 years of accredited college leading to a 2 or 4 year degree in the field of Industrial, Mechanical, Electrical or Engineering Technology. Minimum of 5 years of experience relating specifically to the support position assigned may be substituted for education requirement.		HS or Equiv	2
Configuration Control	High school graduate or GED equivalent. Minimum of two (2) years general clerical experience required. Must type 40 wpm. Computer skills required, which may include but not be limited to word processing, spreadsheets, directory and file maintenance, WEB and internet applications.	Maintains and updates index and locator records for all documentation as required to support configuration management; provides research and queries records and data as requested for information regarding status of technical documentation affecting configuration. Provides clerical functions in support of and in response to configuration management needs, generates and distributes reports related to configuration management needs. Review and incorporate all documentation associated with completed projects.	AS	4
Records Clerk	High school graduate or GED equivalent. Must type 40 wpm. Computer skills required.		HS or Equiv	

Records Clerk Purchasing	High school graduate or GED equivalent. Must type 40 wpm. Computer skills required.	Responsible for assigning control numbers and maintaining control register. Primary contact and liaison for coordinating documentation requirements with agencies, facilities and customers. Leads and coordinates activities of	HS or Equiv
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**GSA Contract # GS-10F-0186R**

**Schedule 03FAC Facilities Maintenance and Management**

**SINs 811-002, 811-003, 871-202, 871-203, 871-204, 871-205, 871-206,  
871-207, 871-208, 871-209, 871-210, 871-299 and 003-97**

**February - January**

<b>Labor Category</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Program Manager	\$ 155.79	\$ 162.02	\$ 168.50	\$ 175.24	\$ 182.25
Project Manager	\$ 125.47	\$ 130.49	\$ 135.71	\$ 141.14	\$ 146.78
Project Leader	\$ 96.77	\$ 100.64	\$ 104.67	\$ 108.85	\$ 113.21
Energy Analyst I	\$ 72.05	\$ 74.93	\$ 77.93	\$ 81.04	\$ 84.29
Energy Analyst II	\$ 87.09	\$ 90.58	\$ 94.20	\$ 97.97	\$ 101.89
Energy Analyst III	\$ 98.71	\$ 102.66	\$ 106.76	\$ 111.03	\$ 115.47
Sr. Technical Specialist	\$ 80.37	\$ 83.59	\$ 86.93	\$ 90.41	\$ 94.03
Technical Specialist	\$ 66.71	\$ 69.38	\$ 72.15	\$ 75.04	\$ 78.04
Administrative Assistant I	\$ 33.11	\$ 34.44	\$ 35.82	\$ 37.25	\$ 38.74
Administrative Assistant II	\$ 36.44	\$ 37.90	\$ 39.41	\$ 40.99	\$ 42.63
Technical Writer I	\$ 51.50	\$ 53.56	\$ 55.70	\$ 57.93	\$ 60.25
Technical Writer II	\$ 58.45	\$ 60.78	\$ 63.21	\$ 65.74	\$ 68.37
General Clerk I	\$ 28.67	\$ 29.82	\$ 31.01	\$ 32.25	\$ 33.54
General Clerk II	\$ 31.27	\$ 32.52	\$ 33.82	\$ 35.17	\$ 36.58
General Clerk III	\$ 34.99	\$ 36.39	\$ 37.85	\$ 39.36	\$ 40.93
Grounds Maintenance Laborer	\$ 31.65	\$ 32.91	\$ 34.23	\$ 35.60	\$ 37.02
General Maintenance Worker	\$ 40.65	\$ 42.27	\$ 43.96	\$ 45.72	\$ 47.55
HVAC Mechanic I	\$ 51.32	\$ 53.37	\$ 55.51	\$ 57.73	\$ 60.04
HVAC Mechanic II	\$ 56.14	\$ 58.39	\$ 60.73	\$ 63.15	\$ 65.68
Electrician I	\$ 64.18	\$ 66.75	\$ 69.42	\$ 72.20	\$ 75.09
Electrician II	\$ 70.61	\$ 73.44	\$ 76.38	\$ 79.43	\$ 82.61
Stationery Engineer	\$ 68.97	\$ 71.73	\$ 74.60	\$ 77.58	\$ 80.69
Janitor	\$ 25.47	\$ 26.49	\$ 27.55	\$ 28.65	\$ 29.80
Janitor, Lead	\$ 27.28	\$ 28.37	\$ 29.50	\$ 30.68	\$ 31.91
Shop Lead	\$ 49.98	\$ 51.98	\$ 54.06	\$ 56.23	\$ 58.47
Facilities Site Manager	\$ 80.68	\$ 83.90	\$ 87.26	\$ 90.75	\$ 94.38
Facilities Site Supervisor	\$ 70.52	\$ 73.34	\$ 76.28	\$ 79.33	\$ 82.50
Documentation Coordinator	\$ 56.02	\$ 58.26	\$ 60.59	\$ 63.01	\$ 65.53
EMCS Operator	\$ 51.18	\$ 53.22	\$ 55.35	\$ 57.57	\$ 59.87
Configuration Control	\$ 53.67	\$ 55.82	\$ 58.05	\$ 60.37	\$ 62.79
Records Clerk	\$ 29.35	\$ 30.53	\$ 31.75	\$ 33.02	\$ 34.34

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871-207, 871-208, 871-209, 871-210, 871-299 and 003-97**

**February - January**

<b>Labor Category</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Program Manager	\$ 189.54	\$ 197.12	\$ 205.00	\$ 213.20	\$ 221.73
Project Manager	\$ 152.65	\$ 158.76	\$ 165.11	\$ 171.71	\$ 178.58
Project Leader	\$ 117.74	\$ 122.45	\$ 127.34	\$ 132.44	\$ 137.74
Energy Analyst I	\$ 87.66	\$ 91.16	\$ 94.81	\$ 98.60	\$ 102.55
Energy Analyst II	\$ 105.96	\$ 110.20	\$ 114.61	\$ 119.19	\$ 123.96
Energy Analyst III	\$ 120.09	\$ 124.90	\$ 129.89	\$ 135.09	\$ 140.49
Sr. Technical Specialist	\$ 97.79	\$ 101.70	\$ 105.77	\$ 110.00	\$ 114.40
Technical Specialist	\$ 81.16	\$ 84.41	\$ 87.78	\$ 91.29	\$ 94.95
Administrative Assistant I	\$ 40.29	\$ 41.90	\$ 43.57	\$ 45.32	\$ 47.13
Administrative Assistant II	\$ 44.34	\$ 46.11	\$ 47.95	\$ 49.87	\$ 51.87
Technical Writer I	\$ 62.66	\$ 65.16	\$ 67.77	\$ 70.48	\$ 73.30
Technical Writer II	\$ 71.11	\$ 73.95	\$ 76.91	\$ 79.99	\$ 83.19
General Clerk I	\$ 34.88	\$ 36.27	\$ 37.73	\$ 39.23	\$ 40.80
General Clerk II	\$ 38.04	\$ 39.57	\$ 41.15	\$ 42.79	\$ 44.51
General Clerk III	\$ 42.57	\$ 44.27	\$ 46.05	\$ 47.89	\$ 49.80
Grounds Maintenance Laborer	\$ 38.51	\$ 40.05	\$ 41.65	\$ 43.31	\$ 45.05
General Maintenance Worker	\$ 49.45	\$ 51.43	\$ 53.49	\$ 55.63	\$ 57.85
HVAC Mechanic I	\$ 62.44	\$ 64.94	\$ 67.54	\$ 70.24	\$ 73.05
HVAC Mechanic II	\$ 68.31	\$ 71.04	\$ 73.88	\$ 76.84	\$ 79.91
Electrician I	\$ 78.09	\$ 81.21	\$ 84.46	\$ 87.84	\$ 91.35
Electrician II	\$ 85.91	\$ 89.35	\$ 92.92	\$ 96.64	\$ 100.51
Stationery Engineer	\$ 83.91	\$ 87.27	\$ 90.76	\$ 94.39	\$ 98.17
Janitor	\$ 30.99	\$ 32.23	\$ 33.52	\$ 34.86	\$ 36.25
Janitor, Lead	\$ 33.19	\$ 34.51	\$ 35.90	\$ 37.33	\$ 38.82
Shop Lead	\$ 60.81	\$ 63.25	\$ 65.78	\$ 68.41	\$ 71.14
Facilities Site Manager	\$ 98.15	\$ 102.08	\$ 106.16	\$ 110.41	\$ 114.83
Facilities Site Supervisor	\$ 85.80	\$ 89.23	\$ 92.80	\$ 96.52	\$ 100.38
Documentation Coordinator	\$ 68.15	\$ 70.88	\$ 73.72	\$ 76.66	\$ 79.73
EMCS Operator	\$ 62.26	\$ 64.75	\$ 67.34	\$ 70.04	\$ 72.84
Configuration Control	\$ 65.30	\$ 67.91	\$ 70.63	\$ 73.45	\$ 76.39
Records Clerk	\$ 35.71	\$ 37.14	\$ 38.63	\$ 40.17	\$ 41.78

**Erica Lane Enterprises (eLe), Inc.**

**GSA Contract # GS-10F-0186R**

**Schedule 03FAC Facilities Maintenance and Management**

**SINs 811-002, 811-003, 871-202, 871-203, 871-204, 871-205, 871-206,  
871-207, 871-208, 871-209, 871-210, 871-299 and 003-97**

**February - January**

<b>Labor Category</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Program Manager	\$ 230.60	\$ 239.83	\$ 249.42	\$ 259.40	\$ 259.40
Project Manager	\$ 185.72	\$ 193.15	\$ 200.88	\$ 208.92	\$ 208.92
Project Leader	\$ 143.25	\$ 148.98	\$ 154.93	\$ 161.13	\$ 161.13
Energy Analyst I	\$ 106.65	\$ 110.91	\$ 115.35	\$ 119.96	\$ 119.96
Energy Analyst II	\$ 128.92	\$ 134.07	\$ 139.44	\$ 145.01	\$ 145.01
Energy Analyst III	\$ 146.11	\$ 151.96	\$ 158.03	\$ 164.36	\$ 164.36
Sr. Technical Specialist	\$ 118.97	\$ 123.73	\$ 128.68	\$ 133.83	\$ 133.83
Technical Specialist	\$ 98.74	\$ 102.69	\$ 106.80	\$ 111.07	\$ 111.07
Administrative Assistant I	\$ 49.02	\$ 50.98	\$ 53.02	\$ 55.14	\$ 55.14
Administrative Assistant II	\$ 53.94	\$ 56.10	\$ 58.34	\$ 60.68	\$ 60.68
Technical Writer I	\$ 76.23	\$ 79.28	\$ 82.45	\$ 85.75	\$ 85.75
Technical Writer II	\$ 86.51	\$ 89.97	\$ 93.57	\$ 97.32	\$ 97.32
General Clerk I	\$ 42.44	\$ 44.13	\$ 45.90	\$ 47.73	\$ 47.73
General Clerk II	\$ 46.29	\$ 48.14	\$ 50.06	\$ 52.07	\$ 52.07
General Clerk III	\$ 51.80	\$ 53.87	\$ 56.02	\$ 58.26	\$ 58.26
Grounds Maintenance Laborer	\$ 46.85	\$ 48.72	\$ 50.67	\$ 52.70	\$ 52.70
General Maintenance Worker	\$ 60.16	\$ 62.57	\$ 65.07	\$ 67.68	\$ 67.68
HVAC Mechanic I	\$ 75.97	\$ 79.01	\$ 82.17	\$ 85.45	\$ 85.45
HVAC Mechanic II	\$ 83.11	\$ 86.43	\$ 89.89	\$ 93.48	\$ 93.48
Electrician I	\$ 95.01	\$ 98.81	\$ 102.76	\$ 106.87	\$ 106.87
Electrician II	\$ 104.53	\$ 108.71	\$ 113.06	\$ 117.58	\$ 117.58
Stationery Engineer	\$ 102.09	\$ 106.18	\$ 110.42	\$ 114.84	\$ 114.84
Janitor	\$ 37.70	\$ 39.21	\$ 40.78	\$ 42.41	\$ 42.41
Janitor, Lead	\$ 40.38	\$ 41.99	\$ 43.67	\$ 45.42	\$ 45.42
Shop Lead	\$ 73.99	\$ 76.95	\$ 80.03	\$ 83.23	\$ 83.23
Facilities Site Manager	\$ 119.42	\$ 124.20	\$ 129.16	\$ 134.33	\$ 134.33
Facilities Site Supervisor	\$ 104.39	\$ 108.57	\$ 112.91	\$ 117.43	\$ 117.43
Documentation Coordinator	\$ 82.92	\$ 86.24	\$ 89.69	\$ 93.27	\$ 93.27
EMCS Operator	\$ 75.75	\$ 78.78	\$ 81.94	\$ 85.21	\$ 85.21
Configuration Control	\$ 79.44	\$ 82.62	\$ 85.93	\$ 89.36	\$ 89.36
Records Clerk	\$ 43.45	\$ 45.19	\$ 47.00	\$ 48.88	\$ 48.88